

## **Job Description: Ark Blake Academy Head of Year**

### **Duties and expectations of all teachers at Ark Blake Academy:**

- Teach, to an excellent level, all year groups, all groups of pupils and qualifications
- Deepen the scholarly nature of both the subject and the academy
- Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom
- Play a central role in your department, including contributing to workshops, running weekly enrichment activities, competitions, trips, open days, prep and other activities
- Make a vital contribution to the efficient running of the Department, including setting and marking examinations, assisting in moderation of coursework and undertaking administrative and other tasks as delegated by the Head of Department
- Enhance the quality of teaching and learning in the Department and wider academy through sharing resources and good practice, lesson observation, collaborative teaching, instructional coaching and active participation in CPD
- Develop habits of excellence in ourselves and our pupils through implementation of the academy rubrics and routines and consistent explanation of, and emphasis, on high expectations in all we do.

### **Duties and Expectations of Head of Year role**

- To develop and embed an ethos of high expectations, exceptional attitudes to learning and exemplary conduct
- To ensure all academy routines are fully embedded and carried out with full compliance by the cohort
- To embed a culture of very high attendance within the cohort so attendance is at or above expected levels
- To lead and develop the Character (PSHCE) and Enrichment programmes for the cohort
- To implement the academy's rewards system for the cohort
- To run catch ups for your year group, ensuring attendance is 100% and any non – attendees are followed up with
- To support the highly effective running of the academy through following up on all behaviour incidents in the academy
- To ensure a positive working relationship with parents, in which our expectations are clear to all parties
- To provide weekly and termly evaluations to the Assistant Principal on the attendance and performance of the cohort
- To facilitate leadership of the year group, working closely alongside the Senior Leadership Team, managing year group tutors and pupils to oversee and manage rigorous behaviour systems to ensure pupils are making good academic progress
- To lead, support and hold accountable a professional community of form tutors
- To set up and oversee an effective detention that contributes to the development of the academy in a meaningful manner
- To manage pupil performance data, reviewing attainment, progress, attendance and behaviour, including the performance of specific groups within the year group, especially children in receipt of free school meals, pupil premium funding, SEND or looked after children, and act accordingly

- To attend and contribute to weekly Inclusion Panel meetings and work as a member of the wider pastoral team
- To write an annual pastoral development plan, setting targets and actions for the coming year
- To review the pastoral development plan termly through the self-evaluation process

## **Key Responsibilities**

### **Ethos and Culture**

- To enshrine the academy's values in the day-to-day experience and conduct of the pupils, both inside and outside the classroom
- To create a culture of learning through the consistent application of high expectations and the development of the attitudes and skills of the cohort so they are enabled to learn well
- To lead the implementation of the pastoral programme in the year group so pupils reflect on their day-to-day experiences and plan ahead
- To establish professional, supportive and effective collaborative partnerships with parents and carers
- To lead on the implementation of the Character programme with the cohort
- To lead on the implementation of the Enrichment programme with the cohort
- To develop and deliver an assembly programme that inspires, develops cultural literacy, celebrates diversity, success and reinforces our ethos and high expectations
- To plan and co-ordinate the Leadership and Service programme to ensure all pupils in the year group take on specific positions responsibilities around the academy that give them a sense of belonging and develops their practical and leadership skills
- To co-ordinate opportunities for pupils to participate and compete with each other and other schools across a spectrum of activities
- To put in place systems to ensure success is celebrated at every opportunity
- To display visible leadership around the Academy, positively reinforcing good conduct and challenging any behaviour not in keeping with Ark Blake's ethos and Behaviour Policy
- To ensure that behaviour is followed up, and pupils learn from their mistakes.

### **Achievement**

- To plan and co-ordinate Academic Tutorial Days to ensure parents are aware of their child's progress and have opportunities to contribute to improving their child's attainment.

### **Curriculum**

- To embed an outstanding curriculum provision for Character development, incorporating PSHCE.

### **Conduct, Attendance, Punctuality and Safety**

- To lead the effective implementation of the academy's behaviour policy with the year group, thus achieving a consistently calm, ordered and purposeful environment both inside and outside the classroom. The policy includes provision for rewards and sanctions
- To lead the effective implementation of the academy's attendance and punctuality policy with the year group
- When appropriate, to provide opportunities for parents and the local community to visit the school, meet pupils and observe the pupils' daily practice
- To lead on whole school routines, transitions and line ups.

## **Academy Culture**

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by high expectations, consistent, orderly behaviour based on Blake values and caring, respectful relationships
- To help develop an academy culture and ethos that is utterly committed to learning, achievement and the personal development of pupils
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

### **Other**

- To undertake and, when required, deliver the appraisal system and relevant training and professional development
- To undertake various other responsibilities as directed by the Principal

## **Person Specification: Ark Blake Academy Head of Year**

### **Qualification Criteria**

- Strong A Levels or equivalent
- Qualified to degree level and above
- Qualified to teach and work in the UK

### **Experience**

- Experience of having led and managed a team of people (desirable)
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage (desirable)
- Experience of having led, or significantly contributed to, the success of a whole school initiative (desirable)

### **Behaviours**

#### **Leadership**

- Able to work in close harmony with the Principal and Senior Leadership Team
- Management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff, including professional development and effective management of underperformance
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day-to-day challenges
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

### **Vision and strategy**

- Vision aligned with Ark Blake's aspirational vision, mission, beliefs and values
- High expectations of self and others
- Understands strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies

- Excellent organisational skills
- Competent in the use of data to inform and diagnose areas for further improvement.

### Teaching

- Understand what excellent teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

### Leading External Relationships

- Can develop and maintain effective working relationships with parents and the wider community
- Ability to work collaboratively with partner stakeholders, agencies and peers in the Ark network.

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Criminal Records Bureau disclosure.

For more information about our school, please visit: [www.arkblake.org](http://www.arkblake.org).

To arrange a confidential conversation with the Principal about this role, please contact: [hr@arkblake.org](mailto:hr@arkblake.org).

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*